

INTERNSHIP APPLICATION



From the Office of
Senator Mark E. Udall
Colorado

Senator Mark E. Udall

Senator Mark Udall's internship program provides an opportunity for college students to serve their community, as well as learn through hands-on experience. The program aims to give students the knowledge, tools and experience needed to pursue future professional goals. We expect a great deal from our interns. All interns will have a challenging and unique experience and are considered a valuable asset to our office.

Follow these steps to complete your application:

- 1.) Complete, sign and date this application.
- 2.) Attach your resume and two recent letters of recommendation from a previous employer or college professor.
- 3.) Make a copy of all application materials for your records.
- 4.) Send all application materials to the office at which you wish to intern. Please note: If you mail, FedEx, or UPS your application materials, delivery will be delayed due to current security measures.

Westminster Office

8601 Turnpike Drive 206
Westminster, CO 80031
Phone: (303) 650-7820
Fax: (303) 650-7827
Toll Free 877-7-M-Udall (877-768-3255)

Washington D.C. Office

Hart Senate Office Building
Suite SH-317
Washington, D.C. 20510
Phone: (202) 224-5941
Fax: (202) 224-6471

Deadlines

If you are applying for this session...	...submit your application by this date...	...and expect to hear back by this date.
Summer	March 15	April 1
Fall	July 15	August 1
Spring	November 15	December 1

Please submit all application pieces together. Failure to submit required material may delay, or even prevent, the review of your application. Please keep a copy for your records. Please note that everyone is encouraged to apply, however priority is given to college students and residents of Colorado. Please direct any questions you may have to Mr. John Fossum in the Washington, D.C. office or Ms. Carter Ellison in the Colorado office. This is an unpaid internship.

Checklist

- ☐ Current resume
- ☐ Internship Application Form (page 3)
- ☐ Short Answer Questions (page 4)
- ☐ Two letters of recommendation
- ☐ All forms are signed and dated
- ☐ All information is up to date and correct

Dress code

As representatives of the Office of Senator Mark Udall, staff and interns must present themselves in a professional manner; therefore, proper attire is required at all times. As a general rule, all interns should plan on adhering to the following guidelines, and supervisors will instruct interns when and if a more strict or lenient dress code applies.

Gentlemen – Slacks with shirt and tie. Clothing should be clean and pressed. Comfortable, but appropriate dress shoes.

Ladies – Skirts or slacks with blouse. Skirts should be of an appropriate and modest length. Clothing should be clean and pressed. Comfortable, but appropriate dress shoes.

Inappropriate attire includes, but is not limited to: shirts that expose cleavage and/or stomachs (midriffs), jeans, sweat suits, t-shirts.

Interns that do not follow the dress code may be dismissed from our intern program early.

Code of conduct

All interns are expected to conduct themselves appropriately while at work and on tours. Although this program is designed to be an educational and fun experience, interns are ultimately here to assist staff by performing many of the tasks essential to the Office. Interns who do not conduct themselves appropriately may be dismissed from our intern program early. Successful applicants for Office internships will be required to sign an Intern Agreement regarding appropriate conduct and confidentiality.

Senator Mark E. Udall

Internship Application Form

Personal Information

Name: _____

Address: _____

E-Mail: _____

Phone: _____

School Information

Graduate

College or University: _____

Graduate program: _____

Current Year in Program: 1st 2nd 3rd 4th 5th 6th GPA: _____

Undergraduate

College or University: _____

Major/ Minor: _____

Current Status: FRESHMAN SOPHMORE JUNIOR SENIOR

GPA: _____

High School

High School: _____

GPA: _____

Community or Academic Honors: _____

Please Briefly Answer the Following

(You may use a separate sheet of paper)

Interest in an internship:

What made you decide to pursue an internship with our office?

How much do you know about Senator Mark Udall?

What would you like to get out of an internship in this office?

Information about yourself:

What, if any, prior political experience do you have?

How will this internship assist you in your future plans?

What issues interest you most?

Accountability:

Any requirements to obtain academic credit for your internship?
(i.e., daily journal, research project, term paper)

I could not work for a Senator who voted for/against these issues:

Availability

Date: From _____ to _____

Intern shifts are 9 a.m. to 6 p.m. Please write in the days you would be available to work.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

Signature

Date